



WOMEN FOR WOMEN INTERNATIONAL

Job Advert

Title:	Human Resources and Administration Coordinator
Department:	Human Resource
Grade:	G
Status:	Full-time
Location:	South Sudan
Reports to:	Country Director
Line Manages:	Human Resource and Administration Officer
Date:	13 th July 2022



Approved by LeSous
[Signature]

Purpose

The Human Resources & Administration (*HR&A*) Coordinator will work closely with the Country Director to lead, direct and manage the day-to-day Human Resources and Administrative activities for the South Sudan Country office. The HR&A Coordinator ensures processes related to recruitment and retention, compliance, record keeping, staff compensation & benefits, payroll and development are in accordance with policy and guidelines. The HR&A Coordinator is a member of the Senior Management Team (SMT) and will provide strategic guidance on HR to the country office.

DUTIES AND RESPONSIBILITIES

Engagement

Employee Relations:

1. Work with the Country Director to resolve employee relations issues.
2. Investigate employee relations issues and prepare written communication under guidance from the CD and global HR.
3. Work to ensure human resources related decisions are consistent and fair.

Training and Development and Performance Maintenance:

1. Work with CD to evaluate the need for employee training and development and recommend training programs.

2. Oversee the coordination and implementation of the annual performance review process and merit increase awards, ensuring compliance with policy, procedures and timelines.
3. Oversee the probation period for newly hired staff and oversee that required documentation is completed and filed.

Employee Communications:

1. Prepare internal communications for the CD regarding HR issues such as office closing, amendments to the Employee Handbook, performance review process, benefits and new policy releases.
2. Distribute important announcements to all staff in main and sub-offices, ensuring accurate translation, postings on the job board and communications board.
- 3.

Delivery

Recruitment and Retention:

1. Advise, develop, and oversee a recruitment process & plan that complies with organizational policies as well as applicable laws and regulations.
2. Develop job advertisements based on job descriptions, post advertisement, manage recruitment account, screen CVs, telephone screen applicants, coordinate interview teams, participate in interviewing candidates and oversee that documentation is collected and recorded/filed.
3. Oversee and perform background screenings including OFAC checks, reference checks and confirm salary history for final candidate(s), offering and contracting by the accuracy of information and tracking of the newly hired probations.
4. Oversee all labor engagement for the country office, including all employees, consultants and contracted staff, and ensure compliance with local labor regulations in collaboration with CD
5. Manage the onboarding process to ensure that all new hire documentation is completed and processed and that all new staff is well briefed on country office policies, procedures and ways of working.
6. Oversee the exit interview process for employees leaving the organization and evaluate the data collected from this activity for retention purposes.

Compliance and Record Keeping:

1. Responsible for review, and dissemination of country and organizational policies and procedures tracking and obtaining acknowledgment forms in close coordination with CD
2. Develop processes that maintain confidentiality of employee personal data.
3. Stay informed about changes to labor law and inform management (CD and HQ HR) of upcoming changes.
4. Prepare HR monthly and quarterly reports and share with CD
5. Ensure code of conduct, whistle blowing, safeguarding, travel, telephone and internet policies and annual acknowledgments by staff in accordance with the guide to managing HR.

Compensation and Benefits:



1. Administer compensation and benefits as directed by policy and guidelines outlined in the WfWI Country Office Guide to Managing Human Resources and employee handbook.
2. Monitor and recommend changes to benefits based on applicable laws.
3. Maintain accurate and up to date employee leave records and coordinate with CD to ensure leave carry over balances are communicated at the end of each calendar year.
4. Work with Admin and HR Officer to schedule Public holidays and needed compensations at the end of each year.
5. Manage Mid-year and Annual Performance Management.
6. Facilitate job analysis and update job descriptions as needed.

Payroll and Budget:

1. Prepare the monthly Payroll, ensuring that all staff changes are correctly noted (new hires, terminations, promotions, salary changes, etc) and in compliance with national tax and labor regulations and obtain approval from the Country Director.

Administration:

1. Oversee smooth running of all administrative functions in the country office.
2. Oversee an accurate and up to date filing system for the country office.
3. Oversee offices and Training centers by timely manner.
4. Oversee that office supplies and materials are available and replenished as needed and in compliance with FOM procedures.
5. Oversee organizing meetings and conferences; take meeting minutes as requested.

SKILLS AND QUALIFICATIONS

- Bachelor's degree or other post-graduate qualification in Human Resources, Business Management.
- Minimum of (5) years' work experience in Human Resources and Office Administration, preferably with NGO.
- Ability to work with managers to assess complex issues pragmatically.
- Must be willing to occasionally travel internationally.
- Ability to define problems, establish facts, analyze situations and make decisions.
- Excellent written and verbal English skills.
- Strong interpersonal communication skills.
- Ability to interact with and lead employees at various levels.
- Strong understanding of confidentiality as it relates to Human Resources.
- Good computer skills (Word, Excel, Outlook and email applications).

Application Instructions:

This position is in Yei, South Sudan and South Sudanese are encouraged to apply. We will be reviewing applications on a rolling basis, so please apply by e-mail at your earliest convenience through



sosudanjobs@womenforwomen.org and copy to samoko@womenforwomen.org and mabure@womenforwomen.org, Mkajokaya@womenforwomen.org

Note: Only short-listed applicants will be contacted for interview.

Women are strongly encouraged to apply

Deadline for submission of applications Tuesday 26th July 2022 at 5:00 PM

